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File No.-NABM/DEL/D20-P04 (ONLINE)/2020-21

Dated: 25th June 2020

To
All Programme Heads, AIR stations/DD Kendras

Circular

NABM Delhi (Programme Wing) is organizing an ONLINE TRAINING (WEBINAR) on **“NUANCES OF PROGRAMME MANAGEMENT”** (Course Code: D20-P04) for Programme Heads/ AD(P)s/ Programme Executives/ Transmission Executives/Production Assistants of AIR and DD on **8th, 9th and 10th July 2020 daily from 11.00-12.30 hrs. (first session) & 15.00-16.30 Hrs (second Session)**. Participants may attend this Webinar through their Smart Phones/PCs/Laptops from office or home using **CISCO Webex Application**.

This training programme will be useful for those programme officers/officials who are involved in programmes management/presentation and looking to advance their knowledge/ understanding and interested to enhance their ability to handle complex issues and nuances, motivate other fellow colleagues and understand some complicated management techniques for delivering cost-effective results at the AIR stations/DD Kendras. The main objective of this workshop is to to acquire more professional skills for managing programmes. The workshop is demand driven/ need based which includes some important topics i.e. nuances of Programme Planning, Programme Calendars, Govt. Special Focus Areas, Budgeting and budget allocations among various units at the stations/Kendras. Workshop will also give special attention to aware our officers about ethics and policies issued for various auditions and contractual assignments,etc.

All interested Officers/Officials as mentioned above may send their nominations at earliest on email id NABMCTC.PT@PRASARBHARATI.GOV.IN with copy to US.SINGH@NIC.IN latest by **2nd July 2020**. Stations/ Participants may send their nominations with following details in email (**IN MS WORD DOCUMENT ONLY** (“pdf” may not be accepted, due to technical reasons):

- ❖ **Name of the nominees:**
- ❖ **Designation:**
- ❖ **Place of Posting:**
- ❖ **WhatsApp No:**
- ❖ **EMAIL ID OF NOMINEES (for Sending Webinar LINK):**.....

It may also be ensured that the nominated official is able to attend the webinar for all 3 days (02 sessions daily). Participants will have to download **“Cisco Webex App”** from Google Play Store/Apple Play store or directly from Website “Cisco Webex Meeting Client” prior to Webinar to participate through your Smart Mobile/PC/Laptop with good internet connectivity. Registered participants will be able to join aforesaid Webinar on **clicking the link** which will be emailed to them before starting the sessions.

This circular is being issued with the approval of competent authority.



(Dr. Umashanker Singh)
Programme Executive

Copy: 1.DDG(PT/All Regional
2.All Regional Addl. DG (Prog.), AIR/DD